



TAPS AND METERS SECTION  
 1002 WASHINGTON AVENUE – 3RD FLOOR  
 HOUSTON, TEXAS 77002  
 (832) 394-8888 (832) 394-9608 FAX

**WATER METER APPLICATION**

CLASS OF SERVICE:  RESIDENTIAL  MULTI-FAMILY\*  COMMERCIAL\*  OTHER\*

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SECOND PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPRAISAL DISTRICT PROPERTY TAX ID #\*\* : \_\_\_\_\_

COUNTY: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF SERVICE:  NEW DOMESTIC\*\*\*  ENLARGEMENT  IRRIGATION\*\*\*\*

SEPARATION  RELOCATION  CUT, PLUG AND ABANDON

SEPARATION ADDRESS: \_\_\_\_\_

NEW METER AND PRICE		ENLARGEMENT AND PRICE		NEW BF METER AND PRICE	
<input type="checkbox"/> 5/8"	\$239.21	<input type="checkbox"/> 5/8" TO 1"	\$164.12	<input type="checkbox"/> 1 1/2" BF	\$722.65
<input type="checkbox"/> 1"	\$319.47	<input type="checkbox"/> 5/8" TO 1 1/2"	\$302.37	<input type="checkbox"/> 2" BF	\$680.66
<input type="checkbox"/> 1 1/2"	\$485.02	<input type="checkbox"/> 5/8" TO 2"	\$434.50	<b>BF ENLARGEMENT AND PRICE</b>	
<input type="checkbox"/> 2"	\$617.15	<input type="checkbox"/> 1" TO 1 1/2"	\$222.11	<input type="checkbox"/> 5/8" TO 1 1/2" BF	\$540.00
<b>OTHER SERVICES AND PRICE</b>		<input type="checkbox"/> 1" TO 2"	\$354.24	<input type="checkbox"/> 5/8" TO 2" BF	\$498.01
<input type="checkbox"/> RELOCATION	\$83.86	<input type="checkbox"/> 1 1/2" TO 2"	\$215.99	<input type="checkbox"/> 1" TO 1 1/2" BF	\$459.74
<input type="checkbox"/> CUT AND PLUG	\$83.86			<input type="checkbox"/> 1" TO 2" BF	\$417.75
<b>CONCRETE METER BOX AND PRICE*****</b>				<input type="checkbox"/> 1 1/2" TO 2" BF	\$279.50
<input type="checkbox"/> DUAL	\$20.49	<input type="checkbox"/> H-65	\$34.03		

NOTES: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If you are going to fax or mail the application to our office, please fill out and sign the Informal Contract Agreement and include it with your Water Meter Application. You may also fill out and submit the Water Meter Application on line at: [www.publicworks.houstontx.gov](http://www.publicworks.houstontx.gov)

\* **Please note for all Multi-Family, Commercial and Other Service Requests:** A completed Commercial/Multi-Family Water/Wastewater Service Application Information Form, a copy of the Recorded Warranty Deed **AND** a copy of the IRS Form SS-4 or 4168C or LTR 147C for the EIN **MUST** be submitted **BEFORE** the application will be processed by Utility Customer Services. All documents can be submitted via fax to (832) 394-9608 or via e-mail to [taptchs@houstontx.gov](mailto:taptchs@houstontx.gov). You can access the Commercial/Multi-Family Water/Wastewater Service Application Form through Utility Customer Service online at: [http://documents.publicworks.houstontx.gov/documents/divisions/resource/ucs/app\\_commercial\\_multi\\_fam.pdf](http://documents.publicworks.houstontx.gov/documents/divisions/resource/ucs/app_commercial_multi_fam.pdf)

\*\*No application will be processed without the Appraisal District Property Tax ID Number.

\*\*\*Domestic Meter Minimum Size shall be 1" for NEW construction. (This minimum ONLY applies to Domestic Meters)

\*\*\*\*A Vacuum Breaker Permit from Code Enforcement's Plumbing section will be required to connect the lawn sprinkle system to an irrigation meter.

\*\*\*\*\*Meter Box Fee is based on standard Plastic Box. Field conditions may warrant another type of meter box. The established water account will be charged the difference for the Meter Box Fee.



City of Houston  
 Department of Public Works and Engineering  
**Informal Contract Agreement**  
 For New Meter Installation: 2-inch Meters and Smaller  
 (832) 394-8888 (832) 394-9608 (Fax)

This agreement between the City of Houston and the property owner reflects the owner's decision to be responsible for the installation of the water service line and meter described below. This agreement will help coordinate the proper setting of the water meter and service line.

Owner's Name: \_\_\_\_\_ Owner's Phone: (\_\_\_\_) \_\_\_\_\_  
 Owner's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Plumbing Company: \_\_\_\_\_ Plumber's Phone: (\_\_\_\_) \_\_\_\_\_  
 Plumber's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<u>Meter Address</u>	<u>Meter Size</u>	<u>Tap Size</u>	<u>Short/Long Tap</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**The owner or Contractor, as representative of the Owner, Understands and Agrees with the Following:**

The contractor shall notify all applicable utility companies by calling an independent line locating company. The Contractor shall make no tap or set a meter until inspection and meter fees have been paid by the owner/contractor to Utility Customer Service and a Letter of Authorization will be issued after inspection and meter fees have been received and posted to your account by Utility Customer Service. The contractor must contact the City of Houston Inspection office two (2) working days prior to the meter installation.

In the event that the Contractor cuts any utility company underground lines, it is expressly agreed and understood that the Contractor's insurance company or bonding surety shall hold harmless the City of Houston from any liability, lost, cost expense and or damage arising out of/or in connection with the work done by the contractor.

**Water Meters and Appurtenance Liability**

It shall be the Owner(s)/contractor(s) responsibility to secure water meters and appurtenances to prevent damage to such equipment during construction and/or development. Water meters and meter boxes shall not be covered by dirt and/or debris and shall be clearly visible and accessible by the City of Houston personnel.

Owner(s)/contractor(s) shall be held liable for removal of dirt and debris and any damage caused to water meter(s) and/or appurtenance during construction and development. Owner(s) /Contractors shall be billed current City of Houston cost for replacement equipment for all items damaged. Owner(s)/contractor(s) water/wastewater account shall be immediately debited charges for equipment upon discovery of damaged equipment.

Water Meter and appurtenance shall include: water meters, electronic equipment, meter boxes, meter lids, curb stops, service lines, taps and saddles. Owner(s)/contractor(s) shall install and replace service lines, curb stops, taps and saddles at their expense. Owner(s)/contractors(s) shall install and replace damaged service lines, curb stops, taps and saddles within 72 hours of receipt of written notification from the City of Houston.

**Violation of these guidelines will result in the contractors immediate removal from the City's approved contractor list and recommendation to red tag the project (stop work) until a new City-approved contractor is selected by the customer.**

**The Owner Understands and Agrees With the Following:**

1. No work will be initiated until inspection and meter fee have been paid by the owner/contractor to Utility Customer Service. Fees will not be considered as paid until Utility Customer Service has received the fees and posted them to the owner's account. The only exception will be fee that is accrued during the inspection phase due to the meter box needing to be exchanged. Balance of incurred charge will be added to the first bill.
2. The Owner's Contractor shall make no tap or set a meter until a Letter of Authorization has been issued. The contractor will email a request to Utility Customer Service Inspection's office to have an Inspector assigned.
3. The City of Houston will furnish the meter and meter box only; the Owner or the Owner's contractor shall furnish al materials and labor required for complete installation.
4. All work will be inspected by the City of Houston Water Maintenance Inspector.
5. The contractual relationship, if any, between the Owner and the Owner's contractor shall not impose any burden on the City of Houston with respect to payments due to the Contractor.
6. All meters or meter boxes which are connected with the City of Houston's water distribution system will become and remain the sole property of the City of Houston.
7. Requests for refunds shall not be approved if a Water Main Extension project has been initiated based on this application.
8. All existing service taps and service lines that will not be used to provide water service to the tract(s) being developed will be cut plugged and abandoned by the Owner/contractor at their expense. Meters and final inspection approval will not be issued until all services have been cut, plugged and abandoned.

**Expiration:** All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced within 180 days from the date of the agreement or if work authorized is suspended or abandoned within 360 days.

The Utility official may extend the time for action by the owner/contractor for action by the owner/contractor for a period not to exceed 180 days on written request by the owner/contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified. Written request for extension should be addressed to Utility Customer Service, 4200 Leeland, Houston, Texas, 77023. **No agreement may be extended more than once.** If extension request is not made and posted on or prior to the contract agreement expiration date, the agreement will be considered expired by limitation. An expired contract agreement may not be reinstated. Customers must reapply and pay appropriate fees. The owner/contractor may cancel the agreement and receive a refund of fees paid, subject to the following stipulations:

- No request for refund will be accepted after the permit (plus any extension granted) has expired.
- No refund will be made for fees of \$27.95 or less.
- For fees of greater than \$27.95, the city will refund amount @ 90% of the paid fee after the exclusion of the Administrative Fee.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant/ Utility Customer Service: \_\_\_\_\_ Date: \_\_\_\_\_